

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3732

**TITLE:** NATURALIST II

**GRADE:** S-21

**DEFINITION:**

Under general supervision, serves as assistant site manager with overall responsibility for managing not only the interpretive programs, but all activities and staff at a nature center; OR assists with the management of an agency's natural resource protection program providing professional expertise for the agency in the areas of development plan review, natural and cultural resource inventory management, land acquisition consultation, and assistance in the development of the agency's strategic natural resource management plan; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Naturalist II differs from the Naturalist III in that the Naturalist II functions as the assistant site manager with overall program responsibility for managing not only the interpretive programs, but all activities and staff at a nature center, or assists with the management of an agency's resource protection program, whereas the Naturalist III serves as the site manager with responsibility for managing the operations, staff and facilities of a major park or manages projects or components of an agency's resource protection program.

The Naturalist II differs from the Naturalist I in that the Naturalist II serves as assistant site manager with overall responsibility for managing not only the interpretive programs, but all activities and staff at a nature center, or assist with the management of an agency's natural resource protection program providing professional expertise for the agency in the areas of development plan review, natural and cultural resource inventory management, land acquisition consultation, and assistance in the development of the agency's strategic natural resource management plan, whereas the Naturalist I performs research and technical services associated with environmental protection and natural resource management (resource management positions), or prepares and presents interpretive programs in natural, cultural and environmental history at a nature center (interpretive program positions).

The Naturalist II differs from the Senior Interpreter, Naturalist and Historian Programs in that the Naturalist II functions as the assistant site manager with overall responsibility for managing not only the interpretive programs, but all activities and staff at a nature center, whereas the Senior Interpreter, Naturalist and Historian Programs are responsible for daily coordination and supervision of the site interpretive program and merit staff.

**ILLUSTRATIVE DUTIES:**

Directs all aspects of visitor/nature center including staffing, facility use, security, safety, resource protection, visitor control, operating procedures and hours of operation, and procurement of supplies, equipment and services;

Assists site manager in the research, writing, implementation and evaluation of the site's annual operational plan, project plans, prospectus and interpretive plan, including goals and objectives for delivering programs and services;

Plans, develops and executes an interpretive management program for the nature center; Responds to visitor, telephone and staff inquiries concerning natural and cultural history and conservation matters;

Investigates and responds to citizen complaints and concerns;

Assists in the development of and accounting for the site annual budget, including donated funds;

Supervises submission of cash reports and required reporting of management indicators such as visitation, program numbers, and project accounting;

Disburses site petty cash funds;

Recruits, interviews, selects, trains, supervises, sets priorities and work schedules, assigns projects and evaluates paid and volunteer staff;

Assists section manager and agency by providing professional and technical expertise in natural resource protection to include reviewing development plans, managing natural and cultural resource inventory, providing guidance on land acquisitions, and assisting in the development of the agency's strategic natural resource management plan;

Provides technical support on resource stewardship issues to include researching, writing and producing educational material, articles for publication, signage, exhibit components, training modules and presentations, updates to environment reference manual, and preparation of standard operating procedures for Park Authority policies addressing natural resource issues.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of nature conservation theory and philosophy;

Knowledge of conservation program and resource management practices;

Knowledge of the natural and biological sciences including the theory, principles and practices of interpretation and environmental education;

Knowledge of native flora, fauna, geology and ecology of the local area;

Knowledge of local environmental issues and conservation practices;

Knowledge of the principles, methods and practices of park management;

Ability to provide technical resource and program leadership to naturalist staff;

Ability to perform effective administrative work including budgeting, human resource management, purchasing, and the development of short and long range operational plans;

Ability to manage and operate interpretation/conservation programs at a site;

Ability to manage paid and volunteer staff engaged in professional naturalist and technical support positions;

Ability to communicate effectively, both orally and in writing;

Ability to deal effectively with citizen inquiries and complaints;

Ability to develop and maintain relationships with the community and organizations concerned with environmental, natural, cultural and wildlife matters;

Ability to analyze and recommend solutions to environmental problems.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to the following:  
Graduation from an accredited college or university with a bachelor's degree in natural or life sciences, natural history, park management, education or a closely related field;  
PLUS

Two years of progressively responsible experience in conservation management, environmental education, interpretation, park programming, or a closely related field.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

REVISED: March 17, 2004

REVISED: January 12, 1987